

SECTION II

GETTING ON THE SYSTEM

SYSTEM IDENTIFICATION CARDS AND ENROLLMENT FORMS

An agency account must first be established. This will identify each Fuel-Net Agency who will receive Invoices, Billing/Driver Reports, Vehicle Summaries, and Vehicle Reports for all accounts of the agency. An Agency/Account Enrollment Form (Appendix 1-A) must be completed prior to obtaining any Fuel Management System Identification Cards.

Fuel Management System Identification Cards are obtained by completing the appropriate enrollment forms (See Appendices A, B, C, D, E, F,) as explained below,

THESE FORMS CAN BE OBTAINED BY ACCESSING THE DGS WEBSITE AT:
<http://www.dgs.state.md.us/procure/FuelManage/web/fuelnet.htm>

1. Agency/Account Enrollment Form (Appendix 1-A)
2. Driver Enrollment Form – (Appendix A)
3. Vehicle Enrollment Form – (Appendix B)
4. Master Driver Enrollment Form – (Appendix C)
5. Master Vehicle Enrollment Form – (Appendix D)
6. Vehicle Card/Label Replacement Form – (Appendix E)
7. Driver Card/Label Replacement Form – (Appendix F)
8. Report of Fuel Purchases Made Outside the Fuel Management System (Appendix G)

Forward Completed Forms To:

Commercial Fuel Systems, Inc.
P. O. Box 71
Mt. Airy, Maryland 21771

Telephone Number: (301) 829-0875

Fax Completed Forms To: (301) 829-1916

To obtain gasoline, diesel, motor oil, or alternative fuels, and to assure accountability over the use of fuel and motor oil at the program, cost center, for functional level in each agency, two magnetic cards must be used.

.01 DRIVER IDENTIFICATION CARDS

Individual driver identification cards provide the highest level of accountability. Employees who are assigned a State vehicle, or who drive a State vehicle regularly or infrequently (one or more times per month) should be assigned an individual driver card.

A. The Driver Identification Card is used to identify the vehicle operator obtaining fuel. The driver identification card contains the following information:

1. Drivers Full Name
2. Drivers Identification Number (i.e. Social Security Number)
3. Any special identifying label wanted.

B. DRIVER IDENTIFICATION CARDS MUST NEVER BE LEFT IN THE VEHICLE WITH THE VEHICLE IDENTIFICATION CARD. DRIVERS SHOULD CARRY THEIR IDENTIFICATION CARDS ON THEIR PERSON AT ALL TIMES. **DRIVER CARDS ARE NOT TO BE SHARED WITH OTHER DRIVERS TO FUEL VEHICLES.**

C. DRIVER TERMINATION/TRANSFER

Whenever a driver leaves State Service, the driver identification card **MUST** be recovered and returned to Commercial Fuel Systems.

D. DRIVER TRANSFER/BUDGET CODE CHANGES WITHIN AN AGENCY

1. Whenever a driver transfers from one budget/program code to another budget/program code within an agency, the Agency Fleet Manager should notify Commercial Fuels Systems. This procedure should also be followed in the event the driver is transferred to another State agency. A new Driver Identification Card label will need to be issued.
2. The Agency Fleet Manager should complete the Driver Card/Label Replacement Form (Appendix F) in order to change the budget/program code. A new card does not have to be issued.
3. Once the budget/program code change is completed, Commercial Fuel Systems will forward a new label to replace the old label on the card.

E. REPLACEMENT DRIVER CARDS

1. Driver Identification Cards that have been lost, stolen, missing, or damaged **MUST** be reported without delay to Commercial Fuel Systems, at (301) 829-0875. Written notification must follow the verbal telephone report.
2. Lost, Stolen, and Missing driver identification cards will be invalidated immediately upon notification and will no longer activate the fuel pumps.
3. Damaged driver identification cards must be returned to Commercial Fuel Systems before a new card can be issued.
4. Replacement driver identification cards can be issued within 48 hours by completing a Driver/Card Label Replacement Form (Appendix F).

F. COMPLETING DRIVER CARD ENROLLMENT FORM (APPENDIX A)

All forms should be typewritten or at the very least, printed plainly. Numbers and letters must be clearly distinguishable, particularly in the Driver Identification Number Fields. The enrollment form must be legible and error free. Commercial Fuel Systems will return for clarification any incomplete or illegible forms.

- Billing Agency – Enter the official program title of the unit in your organization that will receive system invoices (i.e. Department of General Services, Fiscal Services Division).
- Account Name – Enter the name of the program for which the cards and fuel charges will be assigned. (i.e. Inventory Standards and Support Services Division).
- Account or Budget Code – Enter the budget code of the program for which the cards and fuel charges will be assigned. (i.e. 43.04.01.005).
- Driver List Data:

Last Name, First Name, Middle Initial – (Self Explanatory).

ID Number – Social Security Number.

Label – Optional agency information that will appear only on the label of the ID card. This field may be used for any agency

purpose. Maximum 8 characters (i.e. for drivers with assigned vehicles, the State license tag number may be used).

- Agency Name, Address, City, State, Zip – (Self Explanatory)
- Agency Fleet Manager Authorization – Must be completed by the Agency Fleet Manager or designee. (Self Explanatory).
- ALL ORDERED CARDS WILL BE MAILED TO THE AGENCY FLEET MANAGER AT THE BILLING ADDRESS UNLESS OTHERWISE INSTRUCTED BY THE FLEET MANAGER.

G. DRIVER CARD/LABEL REPLACEMENT FORM – (APPENDIX F)

This form is not for enrolling new drivers.

All forms should be typewritten or at the very least, printed plainly. Numbers and letters must be clearly distinguishable. The form must be legible and error free. Commercial Fuel Systems will return for clarification any incomplete or illegible forms.

- Original Record – Information that was on the original card which needs to be replaced. (Card Number, Last Name, First Name, Social Security Number).
- Change Request – Reason the original card needs to be replaced. (Lost, Stolen, Damaged, Budget/Program Change, Correction, Other).
- Agency Name/Address, City, State, Zip – (Self Explanatory).
- Agency Fleet Manager Authorization – Must be completed by the Agency Fleet Manager or designee. (Self Explanatory).
- **ALL ORDERED CARDS WILL BE MAILED TO THE AGENCY FLEET MANAGER AT THE BILLING ADDRESS UNLESS OTHERWISE INSTRUCTED BY THE FLEET MANAGER.**

.02 VEHICLE IDENTIFICATION CARDS

Each vehicle in the system **MUST** be assigned its own vehicle identification card.

- A. The **Vehicle Identification Card** is used to identify the vehicle to be refueled. The vehicle card contains the following information:

1. Year

2. Make
3. Model
4. Vehicle Identification (Serial) Number (VIN)
5. Tag #
6. Fuel Type
7. Tank Capacity

B. VEHICLE IDENTIFICATION CARDS SHOULD BE KEPT WITH THE VEHICLE AT ALL TIMES. THE VEHICLE IDENTIFICATION CARD IS ONLY USED TO REFUEL THE VEHICLE FOR WHICH IT WAS INTENDED AND NOT FOR REFUELING ANY OTHER VEHICLE FOR ANY REASON.

C. VEHICLE DISPOSAL

Vehicle Identification Cards **MUST** be recovered and returned to Commercial Fuel Systems whenever a vehicle is sold, cannibalized or disposed of by an agency.

D. VEHICLE TRANSFERS/BUDGET CODE CHANGES WITHIN AN AGENCY

Whenever a vehicle transfers from one program or budget/program code within an agency, the Agency Fleet Manager should notify Commercial Fuel Systems. This procedure should also be followed in the event a vehicle is transferred to another agency. A new vehicle identification card label will need to be issued.

The Agency Fleet Manager should complete the Vehicle Card/Label Replacement Form (Appendix E) in order to change the budget/program code. A new vehicle identification card does not have to be issued.

Once the budget/program code change is completed, Commercial Fuel Systems will forward a new label to replace the old label on the card.

E. REPLACEMENT VEHICLE IDENTIFICATION CARDS

Vehicle Identification Cards that have been lost, stolen, missing, or damaged **MUST** be reported without delay to Commercial Fuel Systems at (301) 829-0875.

Lost, stolen and missing Vehicle Identification Cards will be invalidated immediately upon notification and will no longer activate the pumps.

Damaged vehicle identification cards **MUST** be returned to Commercial Fuel Systems before a new vehicle identification card can be issued.

Replacement vehicle identification cards can be issued within 48 hours by completing a Vehicle Card/Label Replacement Form (Appendix E).

F. COMPLETING VEHICLE ENROLLMENT FORM – (APPENDIX B)

A copy of either the Vehicle Title, Vehicle Registration, or Vehicle Certificate of Origin **MUST** accompany the Vehicle Enrollment Form.

All forms should be typewritten or at the very least, printed plainly. Numbers and letters must be clearly distinguishable, particularly in the Vehicle Identification (VIN) fields. The VIN should be checked against the vehicle's Certificate of Origin for accuracy and completeness. All recent model vehicles are assigned exactly 17 (VIN) characters. The enrollment forms must be legible and error free. Commercial Fuel Systems will return for clarification any incomplete or illegible forms.

- Billing Agency – Enter the official title of the unit in your organization that will receive vehicle performance reports (could be the same as the billing agency), (i.e., Department of General, Fiscal Services Division.)
- Account Name – Enter the name of the program for which the cards will be assigned. (i.e. Inventory Standards and Support Services Division)
- Account Budget Code – Enter the budget code of the program for which the cards will be assigned. (i. e., 46.04.01.005)
- Vehicle List Data:
 - Year, Make, Model – (Self Explanatory)
 - VIN – Enter the complete Vehicle Identification Number (serial number) from the Certificate of Origin. The VIN is also located on the dashboard of each vehicle, visible through the driver's side of the windshield).
- Fuel Type – (Gasoline, Diesel, CNG, Motor Oil)

- Tank Capacity – Gallons
- Tag Number – Vehicle License Plate Number
- Agency Name, Address, City, State, Zip – (Self Explanatory)
- Agency Fleet Manager Authorization – Must be completed by the Agency Fleet Manager or designee. (Self Explanatory)
- **ALL ORDERED CARDS WILL BE MAILED TO THE AGENCY FLEET MANAGER AT THE BILLING ADDRESS UNLESS OTHERWISE INSTRUCTED BY THE FLEET MANAGER.**

G. VEHICLE CARD/LABEL REPLACEMENT FORM – (APPENDIX E) - This form is not for enrolling new vehicles.

Complete this form for replacement of lost, stolen, missing or damaged Vehicle Identification Cards and for replacement cards due to budget/program code changes.

All forms should be typewritten or at the very least, printed plainly. Numbers and letters must be clearly distinguishable. The form must be legible and error free. Commercial Fuel Systems will return for clarification any incomplete or illegible forms.

- Original Record – Information that was on the original card to be replaced. (Card Number, Year, Make, Model, Vehicle Identification Number, Tag Number).
- Change Request – Reason the original card needs to be replaced. (Lost, Stolen, Damaged, Budget/Program Change, Correction, etc.).
- Change Fields – Change or Correction Information. Vehicle Identification Number, Fuel Type, Tank Capacity, Year, Make, Model, Tag Number, Budget/Program Code.
- Agency Name, Address, City, State, Zip Code. (Self Explanatory).
- Agency Fleet Manager Authorization – Must be completed by the Agency Fleet Manager or designee. (Self Explanatory).

- ALL ORDERED CARDS WILL BE MAILED TO THE AGENCY FLEET MANAGER AT THE BILLING ADDRESS UNLESS OTHERWISE INSTRUCTED BY THE FLEET MANAGER.

.03 MASTER CARDS

A. MASTER DRIVER IDENTIFICATION CARDS

1. Master Driver Cards **MUST** be strictly controlled and should only be used as necessary for occasions when:
 - a. An Employee without an assigned Driver Identification Card is required to use a State vehicle. Employees who are assigned a State vehicle regularly or infrequently (one or more times per month) should be assigned an individual Driver Identification Card.
 - b. An employee has lost his/her assigned Driver Identification Card and needs a temporary replacement until a new driver identification card is received.
 - c. Agencies with existing pumps not networked to the Statewide Fuel Management System and have vehicles that frequently or occasionally travel throughout the State and require fuel.
 - d. In a controlled Motor Pool environment.
 - Master Driver Identification Cards used in a motor pool should be strictly controlled by the Pool Manager.
 - For accountability and control purposes, in the event a Master Driver Identification Card is issued temporarily to an individual, the fleet, pool, or program manager must log the card number, individual to whom the card was assigned temporarily, the date and time the card was assigned, and the date and time the card was returned.
 - In a motor pool environment where all fuel costs are charged directly to the pool, Master Driver Identification Cards should be assigned to the budget code for the pool. (If your agency is billed by the driver.) Whenever fuel costs are not charged directly to a pool, the Master Driver Identification Cards

should be assigned to an appropriate budget code for the program, cost center, or function.

2. With appropriate justification a Master Driver Identification Card may be used instead of the assigned Driver Identification Card to obtain gasoline, diesel, motor oil, or other alternate fuels.
3. **MASTER DRIVER IDENTIFICATION CARDS ARE NOT TO BE PERMANENTLY ASSIGNED TO A DRIVER AND NEVER LEFT IN THE VEHICLE WITH THE VEHICLE IDENTIFICATION CARD.**
4. Master Driver Identification Cards should be assigned to the appropriate program, cost center, or functional level to assure proper cost distribution for accounting and control purposes.

B. MASTER DRIVER CARD ENROLLMENT FORM – (APPENDIX C)

All forms should be typewritten or at the very least, printed plainly. Numbers and letters must be clearly distinguishable. The enrollment form must be legible and error free. Commercial Fuel Systems will return for clarification any incomplete or illegible forms.

- Billing Agency – Enter the official program title in your organization who will receive system invoices, (i.e. Department of General Services, Fiscal Services Division).
- Billing Agency Address, City, State, Zip – (Self Explanatory).
- Account Name – Enter the name of the program for which the cards and fuel charges will be assigned. (i.e. Inventory Standards and Support Services Division).
- Account Budget Code – Enter the budget code of the program for which the cards and fuel charges will be assigned. (i.e. 46.04.01.005)
- Number of Master Cards Requested – (Self Explanatory).
- Label – Optional agency information that will appear only on the label of the ID Card. This field may be used for any agency purpose. Maximum 8 characters.

- Agency Fleet Manager Authorization – Must be completed by the Agency Fleet Manager or designee. (Self Explanatory)
- **ALL ORDERED CARDS WILL BE MAILED TO THE AGENCY FLEET MANAGER AT THE BILLING ADDRESS UNLESS OTHERWISE INSTRUCTED BY THE FLEET MANAGER.**

C. MASTER VEHICLE IDENTIFICATION CARDS

1. **Master Vehicle Identification Cards MUST** be strictly controlled and should only be used as necessary and are for occasions when:
 - a. A vehicle identification card has been lost and a vehicle requires fuel.
 - b. For fueling off road vehicles, boats, and equipment such as lawn mowers, compressors, generators, chain saws, etc.
2. With appropriate justification a **Master Vehicle Identification Card** may be used instead of an assigned Vehicle Identification Card to obtain gasoline, diesel, and motor oil for off-road vehicles, boats and equipment such as lawn mowers, chain saws, generators, compressors, etc. When using a Master Vehicle Identification Card, no odometer reading is necessary.
3. **MASTER VEHICLE IDENTIFICATION CARDS ARE NOT TO BE PERMANENTLY ASSIGNED TO ANY INDIVIDUAL OR OVER THE ROAD VEHICLE.**
4. Master Vehicle Identification Cards should be strictly controlled by maintenance or other assigned personnel. Master Vehicle Identification Cards can be assigned to specific pieces of equipment. For cost control purposes, the Master Vehicle Identification Card should be assigned to the budget code of the maintenance or other special program.

D. COMPLETING MASTER VEHICLE CARD ENROLLMENT FORM (APPENDIX D)

All forms should be typewritten or at the very least, printed plainly. Numbers and letters must be clearly distinguishable. The

enrollment form must be legible and error free. Commercial Fuel Systems will return for clarification any incomplete or illegible forms.

- Billing Agency – Enter the official title in your organization that will receive vehicle performance reports (could be the same as the billing agency, (i.e. Department of General Services, Fiscal Services Division)
- Billing Agency Address, City, State, Zip – (Self Explanatory)
- Account Name – Enter the name of the program for which the cards will be assigned. (i. e. Inventory Standards and Support Services Division).
- Account Budget Code – Enter the budget code of the program for which the cards will be assigned. (i.e. 28.04.01.005)
- Number of Master Cards Requested – (Self Explanatory)
- Fuel Type – Type of Product Needed.
- Gallon Limit – Maximum Number of Gallons.
- Label – Additional optional agency information that will identify a vehicle. Appears only on the label of the Identification Card. Maximum 8 characters.
- Agency Fleet Manager Authorization – Must be completed by the Agency Fleet Manager or designee. (Self Explanatory)
- **ALL ORDERED CARDS WILL BE MAILED TO THE AGENCY FLEET MANAGER AT THE BILLING ADDRESS UNLESS OTHERWISE INSTRUCTED BY THE FLEET MANAGER.**